

## REQUEST FOR SERVICES

This is REQUEST FOR SERVICES notice #PSC 830 for DAY AND/OR RESIDENTIAL SERVICES for the Division of Developmental Disabilities Services, Office of the Director, Woodbrook Professional Center, and 1056 South Governors Avenue, Suite 101, Dover, Delaware 19904. The Division of Developmental Disabilities Services (DDDS) is seeking to contract with providers with the interest and ability to provide community-based day and/or residential services for persons with mental retardation/developmental disabilities and/or related conditions who are eligible to receive such services under the auspices of the DDDS' Community Services and Adult Special Populations Program. The nature and location of day-service delivery will depend on individual need (e.g., facility-based, supported employment) and place of residence. In addition to the use of objective provider-selection criteria, it is anticipated that the personal and/or representative choice of service recipients will be a significant factor in the ultimate selection of service providers.

Day and/or residential service provider agencies and other entities that wish to be considered to provide the above referenced day and/or residential services **must**:

1. Attend a **mandatory** REQUEST FOR SERVICES meeting on Wednesday, September 3, 2008 from 1:00pm to 1:30pm. The meeting will be held at the Woodbrook Professional Center at 1052 South Governor's Ave in Dover, De. **PLEASE NOTE: This is the second meeting for FY09. If you attended the June 4<sup>th</sup> meeting you do not need to attend this meeting.**
2. Complete and submit an application to be an Authorized Provider under the DDDS' *Authorized Provider System (APS)*. Information about the APS and application process can be accessed at the DDDS website [www.state.de.us/dhss/ddds](http://www.state.de.us/dhss/ddds). The process for the submission of applications requires that they be submitted at the mandatory meeting or within 30 calendar days of that meeting. Applications will not be accepted at any other time during the year. As such, you may submit your application either at the mandatory meeting on September 3rd or any time until the close of business on October 3, 2008. **(Please note:** Agencies that are currently authorized providers do not need to submit an application).
3. Be willing to accept reimbursement for services delivered based on rates that are established by means of each individual's level of need as identified by an ICAP assessment and the type(s) of services requested
4. Submit a Letter of Interest regarding this REQUEST FOR SERVICES at the conclusion of the September 3, 2008 meeting, or not later than 4:30pm on September 15, 2008. Please note that pursuant to the DDDS' *Authorized Provider System*, Letters of Interest may be submitted at the same time an APS application is submitted.

All questions regarding this request should be directed to Pat Weygandt at (302) 744-9600.

The State of Delaware encourages all Minority Business Enterprises (MBM) and Women Owned Business Enterprises (WBE) to participate in submitting applications and Letters of Interest for this REQUEST FOR SERVICES. A copy of the MBE/WBE certification form can be obtained from the web site, which is [www.state.de.us/omwbe](http://www.state.de.us/omwbe).